

**ALL STRETTON, SMETHCOTE AND WOOLSTASTON PARISH COUNCIL  
MEETING**

**MINUTES**

Minutes of the Annual General Meeting of All Stretton, Smethcott and Woolstaston Parish Council held on Wednesday 25<sup>th</sup> May 2016 at Picklescott Village Hall.

**1) Present :**

C'lr A McVittie (Chairman)  
C'lr Burton  
C'lr Dale  
C'lr Morris

Clerk Mrs J Griffiths (Clerk)

Member of the public present: Mr W Kerswell

**2) Apologies**

Apologies had been received from C'lr T Phillips who is working away and from C'lr Beagle who is unwell. C'lr Davies was not present at the meeting.

**3) Introduction**

The Chairman welcomed everyone to the meeting.

The Clerk asked that Item 18 "Web Site Update" be removed from the Agenda as this was a duplication and also shown and would be discussed under Item 12.

**Declaration of Personal and Pecuniary Interest**

The Clerk reminded all Councillors to declare any interests in any items being discussed.

**4) Public Comments**

Mr Kerswell had handed the Clerk details of Highway matters which concerned him and these would be discussed under item 15. Mr Kerswell expressed concern at the state of the highways in the Parish.

**5) Election of Chairman**

C'lr Burton proposed that C'lr McVittie be elected to serve as Chairman. The proposal was seconded by C'lr Dale and it was unanimously agreed that C'lr McVittie be elected to serve as Chairman.

**6) Election of Vice Chairman**

C'lr Morris proposed that C'lr Dale be elected to serve as Vice Chairman. The proposal was seconded by C'lr Burton and it was unanimously

agreed that C'llr Dale be elected to serve as Vice Chairman.

- 7) Election of Parish Council Trustee to the Henry Fletcher Charity**  
C'llr McVittie proposed that C'llr Morris be elected to serve as the Parish Council representative to the Henry Fletcher Charity. The proposal was seconded by C'llr Burton and unanimously agreed the C'llr Morris be elected to serve as the Parish Council representative on the Henry Fletcher Charity. It was proposed by C'llr Burton, seconded by C'llr Dale and unanimously agreed that resident Mr M Silence would be the second Parish Council representative to serve on the Henry Fletcher Charity
- 8) Election of Parish Council Representative on the Local Joint Committee**  
C'llr Morris proposed that C'llr Dale be elected to serve as the Parish Council representative on the Local Joint Committee. The proposal was seconded by C'llr Burton and unanimously agreed the C'llr Dale be elected to serve as the Parish Council representative on the Local Joint Committee. C'llr Dale expressed concern that many of the planning meetings prior to the LJC were held at 5pm and this was too early for working people to be able to attend. It was agreed that the Clerk would write to Shropshire Council to express this concern. It was agreed that when C'llr Dale was unable to attend C'llr Burton would be the named Councillor to represent the Parish.
- 9) Election of Parish Footpath Warden**  
It was proposed by C'llr McVittie that C'llr Burton be elected to serve as the Parish Footpath Warden. The proposal was seconded by C'llr Morris and it was unanimously agreed that C'llr Burton be elected to serve as the Parish Council Footpath Warden. It was also agreed that the Clerk would put something on the web site and in the Church magazine appealing for volunteers to form a working party to help maintain public footpaths. Anyone interested in volunteering should contact C'llr Burton.
- 10) Approve Minutes of Meeting held on 23<sup>rd</sup> March 2016**  
It was proposed by C'llr Dale, seconded by C'llr Burton and unanimously agreed that the Minutes of the Meeting held on 23<sup>rd</sup> March provided a true and accurate record of the meeting.
- 11) Matters Arising from the Minutes (Clerk to report for information only)**  
There were no matters arising which were not covered on the agenda.
- 12) Web Site – review progress**  
The Clerk told the meeting that the Transparency Code Funding application had been successful and a cheque amounting to £924.98 had been received and had been banked on 8<sup>th</sup> April. The Clerk demonstrated the web site she had built.

The Clerk told the meeting that the funding application had included the sum of £269.99 for a lap top. It was proposed by C'llr McVittie, seconded

by C'llr Burton and unanimously agreed that as the Clerk currently uses her own personal computer a lap top would be purchased and the web site and the software used would be loaded on to the lap top together with all other Parish Council documents. The sum of £59.99 was also included in the application for a scanner. As the Clerk currently uses her own personal printer which includes a scanner it was also proposed by C'llr McVittie, seconded by C'llr Burton and unanimously agreed that the Parish Council would purchase a printer with a built in scanner if one could be obtained for this amount.

One hour per month had been built into the funding application to allow the Clerk to continue to update the web site.

### **13) Finance**

#### **(a) Accounts due for payment**

The following accounts were due for payment:-

HMRC – tax due on clerk's salary for April/May £108.20. It was proposed by C'llr Dale, seconded by C'llr Burton and unanimously agreed that this be paid. Cheque no 00281 was prepared in the sum of £108.20.

Clerks Salary April/May plus stationery, hire of hall for tonight's meeting, telephone and postage totalling £465.47. It was proposed by C'llr Dale, seconded by C'llr Burton and unanimously agreed that this be paid. Cheque no 00282 was prepared in the sum of £465.47.

L Pardoe internal auditor £50. It was proposed by C'llr Dale, seconded by C'llr Burton, seconded by and unanimously agreed that this be paid. Cheque No. 283 was prepared in the sum of £50.

Came and Co Insurance premium due 1<sup>st</sup> June. The Clerk told the meeting that the renewal invoice totalled £291.14, including 9.5% IPT. However if the Parish Council wish to take advantage of a 3 year long term agreement this would be reduced to £276.58. It was proposed by C'llr McVittie, seconded by C'llr Burton and unanimously agreed that the Parish Council would take advantage of the three year contract. Cheque No 384 was prepared in the sum of £276.58.

The Clerk told the meeting that the web site had taken 16 hours to get to the stage demonstrated tonight. The domain name had been purchased in the sum of £16.78 and the web space for one year in the sum of £35.86. It had therefore cost £292.64. It was proposed by C'llr McVittie, seconded by C'llr Burton and unanimously agreed that this be paid. Cheque No. 385 was prepared in the sum of £292.64.

#### **(b) Total cash held at Bank**

The balance held at bank after payment of the accounts approved tonight

is £3954.22.

The Clerk told the meeting that £56.86 had been paid with the precept of £4,000 which represented the Neighbourhood Fund Amount due to the Parish Council for its proportion of CIL money where CIL development has taken place within the Parish. 2015. The Clerk had circulated the Neighbourhood Fund – Project Management Guide to all Councillors by email on 1<sup>st</sup> May, which gave details and guidance on the Neighbourhood Fund.

(c) Approve 2015/16 Accounts

The Clerk circulated and explained the 2015/16 Accounts which had been checked and verified by the internal auditor. It was proposed by C’lr McVittie, seconded by C’lr Dale and unanimously agreed that the accounts provided a true and accurate record of the financial transactions of the Parish Council for the period 1<sup>st</sup> April 2015- 31<sup>st</sup> March 2016. The Chairman signed the Annual Return and this will now be forwarded to Mazars, the external auditors.

**14) Planning Applications**

Applications discussed at earlier meetings:-

Land at The Lynches, Smethcott PREAPP/14/00401  
Erection of an agricultural workers dwelling on land at the Lynches, Smethcott. The Clerk told the September meeting that this application was now being submitted as a single plot exception site. The Clerk had not been contacted by Shropshire Council, however, the applicant’s agent had asked the Parish Council to contact Shropshire Council to confirm the applicant’s local connection. The Clerk told the September meeting that she had written to the Housing Enabling Officer to confirm the local connection as Mr Collins lives and works in the parish and attended local schools and the Parish Council fully support this application.

The Clerk told the November meeting that she had not heard anything further regarding this application.

The Clerk told the January meeting that the application now had an amended description as an affordable dwelling application and was shown as awaiting a decision.

The Clerk told the May meeting that this was still shown on the web site as awaiting a decision.

Pogan Hall, Picklescott Ref 16/00058/FUL  
Outbuilding at Pogan Hall. Conversion and alterations to detached outbuilding to form self-contained residential accommodation for ancillary use. This application was discussed at the January meeting when it was unanimously agreed that the Parish Council did not have sufficient

information as to the intended use of the accommodation to make an informed decision. It was agreed that the Clerk would contact the agent and if this was for the owners use and not for sale on the open market the parish council did not have any objections.

The Clerk contact the Agent the following day and it was confirmed that this application was for use by the owner and they had no intention of selling the property. The Clerk informed all Councillors by e-mail and commented on the planning web site to say that the Parish Council did not have any objection to this application.

The Clerk told the May meeting that this application was granted on 23<sup>rd</sup> March.

Former Granary, Woolstaston Hall Ref 16/00547/FUL  
Conversion and extension of former Granary. This is also a Listed Building application 16/00548/LBC. The Clerk told the meeting that this application had been received 15<sup>th</sup> February and forwarded to all Councillors. The Clerk had agreed an extension for comments with Shropshire Council. C'lr Dale expressed an interest in this application as he occasionally undertook for self-employed work for the application. He did not take part in the discussion or vote on this application.

It was proposed by C'lr McVittie, seconded by C'lr Burton and unanimously agreed by those Councillors voting that the Parish Council had no objection to this application.

The Clerk told the May meeting that this application was granted on 30<sup>th</sup> March.

There were no new applications for discussion at the May meeting.

## **15) Highway Matters**

Mr Tim Sneddon, Shropshire Council attended the March meeting when the following matters were discussed. Progress on the problems reported was discussed as follows:-

- Culvert fronting Foxtrot Villas needing larger pipe to stop flooding on the highway. Mr Sneddon agreed that this was an ongoing problem which needed investigation and maintenance work.
- Child signs by Sallins. Mr Sneddon told the meeting that were child signs in the hedgerow and he could not provide painted signs on the highway.
- Puddles on highway by bus shelter in Picklescott – grip needed in verge to take water off highway. Mr Sneddon thought that this work had been done he would arrange for this to be carried out.
- Remainder of Portway not repaired now badly in need of repair. Mr Sneddon told the March meeting that this was an historic unclassified road and Shropshire Council attempted to main this in

an historic manner.

- The Parish Council had asked for “no HGV” signs to be placed either end of Church Lane. At the meeting on 23<sup>rd</sup> March the Parish Council had again asked Mr Sneddon to provide NO HGV signs on Church Lane. The Parish Council agreed to erect the signs if Shropshire Council could provide the signs. At the March meeting Mr Sneddon agreed to consider this request. The Clerk was asked to contact Mr Sneddon again with a further request for the signs.
- Tree roots growing in the highway between Dead Mans Hollow and Mynderley are causing humps to appear in the highway. Mr Sneddon told the March meeting that an overlay would be applied.
- A gully appears to be blocked in Dead Mans Hollow. C’lir Dale had attempted to clear this and Mr Sneddon told the March meeting that the jettter would also visit the area.
- A pothole has appeared in the side of the road outside Mynderely and the edge of the highway appeared to be eroding for a length of approximately 10 metres. Mr Sneddon agreed at the March meeting that this would be dealt with when the overlay was applied in this area.
- Flooding on the road leading from Picklescott to Dorrington near New Hall Farm. Mr Sneddon agreed that this was a problem which would be investigated as the problem does need to be addressed.
- Sediment and mud is lying in the hollow on Stank Lane. Mr Sneddon told the March meeting that this is caused by a drainage problem which is difficult to solve as the ditches have not been cut deep enough and jetting does not solve the problem. This will require further investigation.
- Flooding was also reported at the entrance to Netley. Mr Sneddon told the March meeting that this is the same problem where ditches are not deep enough and this will also be investigated.
- Pot holes were reported in the highway fronting Mansells Barn. Mr Sneddon agreed to investigate.
- Flooding on the highway as you turn left out of Picklescott towards High Park. C’lir Morris told the meeting that a vehicle has left the road and cut into the ditch. Mr Sneddon agreed to investigate.
- A pot hole outside Jinlye and a further pot hole a little further across this road was reported. Mr Sneddon made a note of this at the March meeting. C’lir Dale told the May meeting that the pot hole outside Jinlye had been filled. .
- C’lir Dale had carried out some work to clear the ditches in Lower Wood and Mr Sneddon agreed to add this to the list for the jetter.
- Mr Sneddon also made a note of the poor state of the little used road leading from Smethcott to Netley (passed the Bynards).

At the start of the May meeting, the member of the public, Mr W Kerswell had handed the Clerk a list of highway matters which included a request for No HGV signs to be placed at the bottom of Caste Hill in All Stretton. It was agreed that HGV were causing problems using Castle Hill and an artic recently blocked this road for a number of hours. As the bottom of Castle Hill lies within the boundary of Church Stretton Town Council the

Clerk would write to the Town Council to ask them to consider making a request for the signage.

Mr Kerswell also told the meeting that give way and slow signs were worn off the highway throughout the Parish.

The Clerk told the May meeting that she had received the application form to apply for a highway maintenance grant. It was agreed that the Clerk would approach neighbouring Parish Councils to ask if they were interested in employing someone to carry out maintenance work and the Parish Council could then take advantage of someone to carry out a few hours maintenance each week and could then apply for the Highway Maintenance Grant. .

## **16) Correspondence**

The Clerk reported the following correspondence received:-

- Clerk and Councils Direct Magazine – May- handed at C’Ilr Dale
- Fields in Trust – Centenary Fields Commemorating World War 1 – Centenary Fields Programme – protecting valuable green spaces across the County
- Came & Co (Insurers) Council Matters magazine – handed to C’Ilr McVittie

Since the March meeting the following correspondence had been forwarded to Councillors as follows:-

- Better Councillor Training Day 13<sup>th</sup> June – forwarded to all 31.3.16  
It was agreed that C’Ilr Philips would be asked if he wished to attend this training day.
- Legal Topic Note 14 – Byelaws (England) Revised April 2016 – forwarded to all 21.4.16
- Putting Patients First Newsletter – forwarded to all 3.5.16
- Shropshire Rural Hub Newsletter – May 16 – forwarded to all 11.5.16
- NALC Newsletter 10<sup>th</sup> May – forwarded to all 13.5.16
- Shropshire Council Armed Forces Day 25.6.16 – forwarded to all 13.5.16
- Shropshire Council Scrutiny Report – forwarded to all 14.5.16
- NALC Bulletin 13<sup>th</sup> May – forwarded to all 14.5.16
- NALC Newsletter 16<sup>th</sup> May – forwarded to all 16.5.16
- Connecting Shropshire Broadband Update – forwarded to all 19.5.16
- Poster for Strettondale with Craven Arms and Rural LJC Meeting – 9<sup>th</sup> June – forwarded to all 19.5.16. C’Ilr Dale told the meeting that the leader of Shropshire Council would attend this meeting and they were hoping as many residents as possible would attend this meeting.
- ALC – Autism Training 23<sup>rd</sup> – 27<sup>th</sup> May – forwarded to all 19.5.16
- ALC – Queens Speech – forwarded to all 19.5.16

- NALC – Directive Information Issue 884 – 20<sup>th</sup> May – explaining devolution – forwarded to all 20.5.16
- Open letter from Emergency Medicine Consultants – forwarded to all 20.5.16
- Annual Town and Parish Emergency Planning Briefing – meeting cancelled – forwarded to all 20.5.16 – C’Ilr Dale told the meeting that he had planned to attend this meeting.
- The Forum Magazine – forwarded to all 23.5.16
- Rural Services Network weekly newsletters forwarded to all each week
- Early Help Newsletter – 23<sup>rd</sup> May – forwarded to all 24.5.16
- NALC Newsletter 23<sup>rd</sup> May – forwarded to all 24.5.16
- ALC Bulletin on National Development and Meetings – forwarded to all 24.5.16

**17) Police Matters**

The Police Monthly Report for April was received and forwarded to all Councillors on 24<sup>th</sup> May. This will also be placed on the Parish Council web site.

**18) Standing Orders**

The Clerk had circulated a draft copy of Standing Orders for Councillors to look through. This will be placed on the agenda for the July meeting for amendment and approval. A copy of the Standing Orders adopted by the Parish Council will then be placed on the Parish Council web site.

**19) Shropshire Council Report**

C’Ilr Barker was not present at the meeting.

**13) Date of next Meeting**

The date of the next meeting will be Wednesday 27<sup>th</sup> July

Future 2016 meetings are as follows:-

Wednesday 28<sup>th</sup> September

Wednesday 23<sup>rd</sup> November

There being no other business the meeting closed at 9pm

Signed.....(Chairman) Date.....